

Hamlin Public Library Trustees Meeting
December 12, 2016

Meeting called to order on December 12, 2016 at 3:10 pm. Members in attendance: D. Emens, M. Ballerstein, K. Keck, C. Hungerford, B. Beardsley, Kay Hughes Dennett, D. Rose.

November Minutes, motion to approve by M. Ballerstein and seconded by K. Keck. Carried.

Treasurers report: C. Hungerford. She will get the treasury figures to the secretary soon. Parking is paid for \$8,000. Outstanding still \$1,000. Call Toth, we need total invoice and then it can be submitted to the state.

Librarians financial report: Kay distributed the expense sheets and put some monies in the December report but will be submitting a second set of numbers for late December. Carolyn noted that donations need to go into a second checking account. The library has purchased a safe, cash register, and some ceiling brackets. Motion to accept treasurers report by M. Ballerstein, seconded by B. Beardsley. Carried

Director's report. Circulation running about average for December and we are in good position for the county. We will be closed for some time later in the month for installation of the shelving. Kay had great praise for the library staff and programs are well attended. They are pleased with the new parking area. New electronic sign should be completed by December 19th. Expenses were distributed with comparisons. Regarding an additional library trustee, Peter Clark submitted a letter of intent for January. Motion to accept director's report, K. Keck and seconded by M. Ballerstein. Carried.

Old News: library website is up and running well, grant money is being utilized. Town website is still in limbo.

Library policies are pending.

Motion to pay expenses of \$5,966.12 by K. Keck, seconded by M. Ballerstein Carried.

Staffing levels- Kay and Carolyn will review in early January. Salaries raised \$.70 to reach minimum wage level. D. Emens said hopefully more can be added to the wage level.

Current officers agreed to stay on for 2017.

Suggestion box survey will be taken to the Senior meetings for input.

Liaison to town board, D. Rose reported that on January 2nd there will be a Town of Hamlin organizational meeting and the regular meeting will be the second Monday of January.

Meeting adjourned at 3:59 with a motion by B. Beardsley and seconded by K. Keck. Carried.